

EXECUTIVE DIRECTOR - The West Virginia Board of Architects
Duties and Responsibilities

Closing Date: September 28, 2026

Education / Training:

- Bachelors' degree from an accredited four-year college or university.

Minimum Qualifications / Experience:

- Six years of full-time or part-time equivalent paid administrative, professional or technical experience in the area of assignment.
- SUBSTITUTION: Graduate study in an appropriate field may be substituted on a year-for-year basis for the required experience.

Annual Salary on a bi-weekly basis:

- Annual salary ranges from \$60,000 - \$75,000 commensurate with knowledge and experience.

Job Description:

By the direction and approval of the Board President, Secretary and Board Members organize and develop plans for the daily operation of the board office including but not limited to:

- Register applicants for initial and reciprocal registrations and annual renewal of registration to practice architecture in West Virginia. Manage and update all online applications in the board's online licensing management system.
- Conduct an annual audit of 5% of the registrants' continuing education (CE) submitted during annual renewal for compliance with the CE requirement.
- Address the daily correspondence received by the board through mail, email and phone.
- Act as the procurement officer for the board, purchase necessary supplies and equipment to run the board office efficiently.
- Maintain the proper use of the State of WV P-Card for purchases for the board including travel, office supplies and equipment. Attend the required training for the use of the card, P-Card Coordinators, Ethics Training and pass the required testing required on an annual basis.
- Develop the Annual Expenditure Schedule (Annual Operating Budget of the Board).
- Pay monthly expenses using the WV OASIS financial program received from vendors for payment of their goods and services.
- Manage the payroll using the WV OASIS Payroll System: Per Diem pay to Board members for attending the Board Meetings

- Assist the President and Secretary of the Board in planning and distributing information for the board's quarterly meetings.
- Complete travel reimbursement for board travel expenses.
- Assist and plan travel for board members to attend national and state meetings to represent the WV Board of Architects.
- Travel to state and national meetings as a representative of the board with or without the board members approximately four to six times a year. These meetings include those required by the state and others approved by the board.
- Maintain all board files with information that is up to date and concurrent with the rules and laws of the State of West Virginia.
- Maintain contacts with and respond to requests for information from state officials and agencies including attendance at state required meetings and production of the Board's Annual Report.
- Track proposed legislation during the legislative session that may affect the practice of architecture and the public's health, safety, and welfare.
- Review and update the board's legislative and procedural Rules, attend Legislative Rule-Making Review Committee meetings, provide testimony and respond to legislators' questions.
- Review complaints received against architects, work with the Assistant Attorney General and the board to investigate and resolve complaints, and send status reports to appropriate parties.
- Update the board's website.
- Produce an on-line quarterly newsletter by soliciting articles from the board and other professional organizations.
- Manage the Board's property in Fixed Assets.
- Identify work priorities, be self-directed and work without supervision.
- Maintain good working relationships with AIA-WV, the State Fire Marshal and Fire Commission, building code officials, other licensing boards, and other professional organizations.
- Hire and supervise part-time, temporary employees as needed.
- Keep a 40-hour weekly work schedule in the Board Office.

The WV Board of Architects office is currently located at 405 Capitol Street, Mezzanine Suite 3, Charleston, WV 25301.

Letters of Application with resumes should be emailed to rforren@omniassociates.com and Emily.B.Papadopoulos@wv.gov.